**Job title: Paralegal**

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| **Job title: Drone Pilot** | Paralegals carry out research, prepare legal documents and give legal advice to clients. |
| **Entry requirements:**  | You could study for a foundation degree, higher national diploma or degree in law, legal studies or paralegal practice.There's a lot of competition for places on law degrees, so you'll need good grades in your entry qualifications.Entry requirementsYou'll usually need:* 1 or 2 A levels for a foundation degree or higher national diploma
* 2 to 3 A levels for a degree

You could take a college course before you look for work. Courses include:* Level 2 Diploma in Legal Studies
* CILEx Level 3 Certificate in Law and Practice
* Level 3 Legal Secretaries Diploma

Entry requirementsYou may need:* 2 or more GCSEs at grades 9 to 3 (A\* to D) for a level 2 course
* 4 or 5 GCSEs at grades 9 to 4 (A\* to C) for a level 3 course

You could take a paralegal advanced apprenticeship.Entry requirementsYou'll usually need:* 5 GCSEs at grades 9 to 4 (A\* to C), usually including English and maths, for an advanced apprenticeship
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| **Skills required:**  | You'll need:* to be thorough and pay attention to detail
* knowledge of English language
* excellent verbal communication skills
* excellent written communication skills
* administration skills
* the ability to work well with others
* legal knowledge including court procedures and government regulations
* the ability to accept criticism and work well under pressure
* to be able to use a computer and the main software packages competently
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| **What you'll do:**  | In this role you could be:* researching and preparing legal documents
* handling confidential information
* interviewing clients and witnesses
* giving clients legal information
* going to court
* handling a caseload of clients
* following instructions
* general office tasks
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| **What you’ll earn:**  | * Starter: £14,000
* Experienced: £40,000

*These figures are a guide.* |
| **Working hours, patterns and environment:** | * You could work in an office, in a court or at a police station.
* 37 to 40 hours a week, Monday to Friday, 9am to 5pm with occasional evenings
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| **Career path and progression:** | With further study, you could qualify as a legal executive or solicitor. |